

Fleet Registration Processes Multiple Day Closeouts

Overview

Municipal Agents (MAs) often must process vehicle registrations for fleets that take more than one day to complete. These registrations are frequently settled with one check. Sometimes the fleet owner sends one check with the registration information to cover the entire set of transactions. Otherwise the MA processes all the registrations and calls the owner to tell him/her the amount to write the check for to cover all the transactions.

Vehicle registration clerks (whether state employees or MAs) must closeout their cash drawers at the end of each day. If the clerk has an incomplete set of fleet transactions when he/she closes out the transactions must be handled with either a credit memo or a short slip. Note: Creating a short slip or credit memo at fee settlement requires supervisory override.

This process will require one change request to be done by BearingPoint. If agents process fleet registrations that take more than one day to complete using short slips, a facility for paying off short slips outside a registration or title transaction must be added to MAAP. See the last section of this document (Change Request - Paying Off a Short Slip Outside a Registration or Title Transaction) for more detail on this requirement.

Using Credit Memos for Multiple Day Fleet Transactions

If a set of registration transactions for a fleet is received with a check to cover the costs use the following sequence to process the transactions and handle closeouts at the end of each day until all the transactions are complete:

- Process transactions for the fleet and fee settle with the check at the end of the day
- If there is a balance from the check left unused issue a credit memo
- Next day – continue processing transactions for the fleet; the credit memo will appear in the fee settlement screen
- Continue this process each day until all transactions for the fleet are complete

Using Short Slips for Multiple Day Fleet Transactions

If a set of registration transactions for a fleet is received without a payment use the following sequence to process the transactions until they are all complete:

- Process transactions for the fleet and fee settle at the end of the day by issuing a short slip
- Next day – continue processing transactions for the fleet
 - An error will appear stating that the customer has a short slip; collect the short slip and continue processing the registrations
 - As each registration is processed the amounts will be added to the total from the short slip
 - At the end of the day closeout with the new short slip

- Continue this process each day until all transactions are complete
- Call the customer with the amount required to pay for all the transactions
- When the check is received pay off the short slip – see the next section (Change Request - Paying Off a Short Slip Outside a Registration or Title Transaction) for a description

Change Request - Paying Off a Short Slip Outside a Registration or Title Transaction

When processing a set of fleet transactions that takes more than one day using short slips, the agent must have a way to pay off the short slip. That process will take place after all of the fleet transactions are complete in MAAP. Currently, the MAAP design will allow paying off a short slip only as a part of a registration or title transaction. Create a facility in MAAP to collect and payoff a short slip outside of a registration or title transaction.